

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

CHILDREN

- Clear the hallways
- Remain in room until given "All Clear"
- Business as usual

ADULTS

- Close and lock the door
- Account for students and adults
- Business as usual



SECURE! Get inside. Lock outside doors.

CHILDREN

- Return to inside of building
- Business as usual

ADULTS

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for children and adults
- Business as usual



LOCKDOWN! Locks, lights, out of sight.

CHILDREN

- Move away from sight
- Maintain silence
- Do not open the door

ADULTS

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Close curtains/blinds
- Move away from sight / Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE! (Specify Location)

CHILDREN

- Leave items behind
- Follow instructions

ADULTS

- Lead students to Evacuation location
- Account for children and adults
- Notify director of missing, extra or injured children or adults



SHELTER! Hazard and safety strategy.

CHILDREN

Use appropriate strategy for the hazard:

Hazard

Tornado

Hazmat

Earthquake

Safety Strategy

Evacuate to shelter area

Seal the room

Drop, cover and hold

ADULTS

- Lead safety strategy
- Account for children and adults
- Notify director of missing, extra or injured children or adults

